



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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**STAFF SERVICES ANALYST (SSA) - \$2,507-\$3,957 or  
LABOR RELATIONS ANALYST - \$3,917- \$4,761  
HUMAN RESOURCES MANAGEMENT BUREAU  
SACRAMENTO**

**RESPONSIBILITIES:**

Under the direction of the Labor Relations Officer, the incumbent will assist with Labor Relations functions, such as researching contract interpretation and implementation issues; investigating and responding to grievances and complaints; advising managers and supervisors regarding labor relations issues; developing and implementing policies and procedures for the Labor Relations, Reasonable Accommodation, Wellness, and Ergonomics programs. The incumbent is responsible for preparing and making presentations to management and employees on any of the assigned subject matters.

**DESIRED QUALIFICATIONS:**

- Knowledge of the collective bargaining process.
- Knowledge of representation rights and unfair practices
- Knowledge of Reasonable Accommodation policies and practices
- Ability to work independently and efficiently analyze situations.
- Ability to interact tactfully with management and other CDI staff.
- Good written and oral communication skills are a must.

**WHO MAY APPLY:**

Applications will be accepted from current state employees at the Labor Relations Analyst level, those within transfer range or who have list eligibility. Training and Development Assignments may be considered for certain classification only if necessitated for recruitment purposes. All applications will be reviewed, however, only the most qualified candidates will be interviewed. SROA and surplus candidates are encouraged to apply. *Applications must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, transfer, reinstatement or list eligibility) on the State application.*

**APPLICATION PROCEDURE:**

Send a completed standard State of California application to Inez Armstrong, Department of Insurance, Human Resources Management, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. In area #1 of the application, please refer to **“SSA, #191-5157-XXX” or “Labor Relations Analyst, 191-9529-XXX**. For more information, call (916) 492-3271.

**FINAL FILING DATE: APRIL 16, 2001 OR UNTIL FILLED**

**NOTE:** Interested individuals, including list eligibles, must submit an application in order to be considered for this position.

**DO NOT SUBMIT APPLICATION TO THE STATE PERSONNEL BOARD**

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SP04/05/01